Notes and questions & responses from
June 7 Procurement Vendor Data Standards meeting
With updated comments as of July 19, 2010:

General Information:

1. The eVA team recommended to the CIO that the implementation date for agency and institution compliance with the Vendor Standard Name scheduled for July 1 be extended to October 1. VEAD has a meeting with the CIO this week and hopes to confirm the October 1 extension.

   UPDATE: CIO approved the Procurement Vendor Data Standard and the revised implementation date of October 1, 2010.

2. DPS and DOA still expect to implement the Vendor Standard Name within eVA and CARS by July 1.

   UPDATE: Programming changes were implemented by July 1st but approximately 1000 vendor standard names are still being cleansed as of July 19.

3. A revised technical specification document was posted on the eVA Vendor Data Standards Support page June 7.

4. eVA will be applying the data fix to the production eVA Vendor file in the June 17-18 timeframe. A firm date will be set shortly and communicated to the agencies. Following that data fix, the existing eVA 030 vendor file will include the Vendor Standard Name.

5. Test files for the 030x files will be available by July 14.

6. Some agencies have sent emails to Marion Lancaster requesting that additional people be added to the email list for communications about the data standards. Marion will incorporate all requests made so far and pass them on to Nadine Hoffman. Any subsequent requests for adding people to the email list should be sent to Nadine directly at Nadine.Hoffman@vita.virginia.gov.

June 7 Questions and Responses

1. (SCC) Where can we locate the Web Services Document? Will there be a Test environment where we can test with the web service and if so when will it be available? Who do we contact to obtain a public key X509 certificate?

   RESPONSE: The Web Services Document is posted on the eVA Vendor Data Standards Support page (same page this document is posted on). We already have test regions available for the existing eVA Webservices. No later than June 18,

the eVA Webservices will be modified to include the new fields, such as the DOA suffix. Contact Marion Lancaster at Marion.Lancaster@dgs.virginia.gov to obtain a public key for the X509 security.

2. (SCC) I wanted to confirm that we can use Remit To address that is on our files. I know the only requirement for the July 1st deadline is the Standard Name but in later phases, will the Remit To address be validated against eVA or will it remain optional for the agencies to use the address stored in their agency system or on the invoice.

    RESPONSE (DOA):
    Agencies are allowed to use their remit to. They are the best judge since they have the invoice in front of them.

3. (UVA) Will the W9_Name be added to the 030x files:

    RESPONSE:
    Yes, it has been added.

4. (UVA) I have a question about a field on the EVA Standard Name posting report. The last column is 'IRS Code'. Can you tell me what the numbers mean?

    RESPONSE:
    The eVA Standard Name Posting report is a preliminary file (not fully cleaned up yet) that is an example of what DGS will provide to CGI to update the standard names in the eVA Vendor file. It was posted in eVA to start giving agencies an idea of what the standard names will look like. The IRS Code is a field used in the validation of the names during the cleanup effort. We are not planning on providing that code to agencies as a data value in the vendor files starting July 1. But to answer your question:

    0 = the TIN and TIN Type were valid
    5 = duplicate TIN and name submitted
    6 = no TIN Type was submitted and the TIN name matched SSN
    7 = no TIN Type was submitted and the TIN name matched EIN
    8 = no TIN Type was submitted for validation and the TIN name matched both SSN and EIN records

    Note: We did not submit TIN Type if we received multiple non-matches using a TIN Type.

    If the value was 5, there were multiple vendor ordering locations with the same TIN and name. We will find the TIN and name that was valid (had an IRS status of 0), and apply that name to all locations.

    If the value was 6, we will set the TIN Type to SSN.

If the value was 7, we will set the TIN Type to EIN.

If the value was 8, we will set the TIN Type based on other vendor information such as Org Type, Name, etc

4. (DSS) 030 Report files content – will these be the full export of all vendors each time?

    RESPONSE:
    The existing eVAReport030 file contains active vendors and the existing eVAReport030Deleted file contains vendors that are not active.

    The 030x files will include all vendors each time – vendors that are active and vendors that are not active. A status code and status date are included.

5. (DSS) What is the naming specification for the files?

    RESPONSE:
    The names of the new 030x files (available through the java client) are as follows:
    030_A_REPORT_VENDADDR_YYYYMMDD.
    030_B_REPORT_VENDBUSTYPE_YYYYMMDD.txt
    030_C_REPORT_VENDCOMMCD_YYYYMMDD.txt
    030_S_REPORT_VENDSRVCAREA_YYYYMMDD.txt

6. (DSS) 030A, etc Report files – additional data elements request
    Need to Have (for 01-jul-10) Active/Inactive flag or date for 030A.

    RESPONSE:
    There is a status code, VEND_LOC_STATUS_CD and VEND_STATUS_DT on each of the 030x files. The VEND_LOC_STATUS_CD indicates whether active or not. The values of the status code are defined in the 030x record layouts.

    As of July 19, a date associated only with the status code is not available. The date being stored in the VEND_STATUS_CD represents the date the status code or other vendor data on the 030x file changed (the last modified date).

7. (DSS) Need to Have (for 01-jul-10) Primary Address identified for 030A - Note – current 030 report has many records per tax id. Question is, how do we know the CARS Payment Name/Address and the eVA Purchasing Name/Address?
    o In case of multiple PA addresses for the same vendor tax id, which is the CARS standard?
       ▪ DGS - There is only one PA record per tax id (confirm this?)

- Is this one per **tax id** or one per **tax id and zip code** combination? If one per tax id and zip code i.e. many per vendor tax id, how do we identify the CARS record?

RESPONSE:
The VEND_ADD_USAGE_CD field on the 030A file will identify a Remit To (Payment) Address with a value of "PA" for payment. For each TIN there may be multiple PA addresses loaded into CARS. CARS uses suffix "00" to indicate a primary address but in cases where a vendor has multiple PA addresses, agencies should select the correct address based on the address values themselves rather than assume that the CARS primary address is the correct address.

8. (DSS) 030A, etc Report files – additional data elements request
   Need to Have (for 01-jul-10)

   In case of multiple PR addresses for the same vendor tax id, which is the eVA standard?
   - DGS - There is only one PR record per tax id (confirm this?)
   - Is this one per **tax id** or one per **tax id and zip code** combination? If one per tax id and zip code i.e. many per vendor tax id, how do we identify the eVA record!

RESPONSE:
The VEND_ADD_USAGE_CD field on the 030A file will identify an Ordering Address with a value of "PR". There may be more than one ordering address per tax ID. There is one ordering address per vendor location. A vendor location can be uniquely identified by VLIN.

> **Comment [jf1]:** Did you mean purchase request (the payment value is PA)

9. (DSS) 030A, etc. Report files – additional data elements request
   Nice to Have (after 01-jul-10)
   Registration Type – self vs state registered.
   - Still open – all records on initial files will be self-registered.

RESPONSE:
The final decision on how to identify state registered vendors will be made after July 1. Current approach expects to leverage the vendor registration type field by adding state registered code values. This field is already available on the "030" reports

10. (DSS) 030A, etc. Report files – additional data elements request
    Nice to Have (after 01-jul-10)
    Trading As name (or separate 030 file for W-9 info i.e. **1099 data**)
    - DGS – 030A **vend_loc_nm** column
    - DGS – 030A and 030 **SWAM** and **W9_first_nm**, **W9_last_nm**

RESPONSE:

The 030x files will include the VEND_LOC_NM,W9_FIRST_NM, W9-LAST_NM, and W9_NM fields. There is a separate file, the 030B file, for SWAM information.

11. (DSS) 030A, etc. Report files – additional data elements request
    Nice to Have (after 01-jul-10)
    Headquarters flag
        a. DGS – 030A hq_flag column

    RESPONSE:
    The HQ_FLG field will be on each of the 030x files.

12. (DSS) 030A, etc. Report files – additional data elements request
    Nice to Have (after 01-jul-10)
     Principal VLIN flag
        a. DGS – in eVA vendor model only not 030 (confirm this?)

    RESPONSE:
    Each vendor location has a unique identifier called the VLIN. The VLIN for the vendor location that has been identified as the headquarters is considered the Parent VLIN. The PARENT_VLIN field will be included on each record of the 030x files.

13. (DSS) How current and correct is the test data available on the eVA Advanced Tools page?

    RESPONSE:
    The file that was posted on the eVA Advanced Tools page, named EVA Standard Name Posting, was a preliminary sample file that will be used to update the Vendor Standard Name in eVA. The intention was to give the agencies a general idea of how the Vendor Standard Names will look. It was neither current nor completely correct.

14. (DRS) Confirm that the layout for the eVA Order Export Interface was not going to change and that the vendor Location ID was going to be stored in the VENDORLOCID field at position 590 of the RH record and the Vendor Standard name was going to be stored in the VENDORNAME field at position 560 of the RH record?

    RESPONSE:
    The layout for the eVA Order Export Inteface file is not going to change for July 1. The new Vendor Location Identification Number (VLIN) will not be stored in the VENDORLOCID at position 590 of the RH record. The VLIN is not required to be used by July 1 and we did not want to require agencies to make programming changes by July 1 to accommodate that. The VENDORLOCID field will continue to have the same values as it does today for July 1.

15. (DRS) Have you made a decision yet on whether the VLIN will be stored in the VENDORLOCID field at position 590 of the RH record at some point in the future (after July 1) or will it be stored in another field?

   RESPONSE:
   Decisions will be made about changes to the Order Export file for VLIN and other fields after July 1.

16. (UVA) Your example spreadsheet of vendor locations would be much more helpful if it showed VLIN, Parent VLIN, and Headquarters Flag. Could we get examples of the 030A file for a TIN that has multiple dba/trading-as names and a TIN with one name but multiple locations:

   RESPONSE (with actual VLINS July 19, 2010):

TIN	Virginia Standard Name	Vendor Location Name	VLIN	Parent VLIN	HQ Flag
xxxxx1190	VIRO AMERICA	Jacque Street, Richmond	VA10002061	VA10002065	0
xxxxx1190	BINSWANGER GLASS	Binswanger Glass - Roanoke VA	VA10002063	VA10002065	0
xxxxx1190	VIRO AMERICA	BINSWANGER	VA10002064	VA10002065	0
xxxxx1190	BINSWANGER GLASS	BINSWANGER GLASS	VA10002065	VA10002065	1
xxxxx1190	BINSWANGER GLASS	541-MIDLOTHIAN OFFICE	VA10002067	VA10002065	0
xxxxx1190	BINSWANGER GLASS	Binswanger Glass/ Norfolk VA	VA10002068	VA10002065	0
xxxxx1190	BINSWANGER GLASS	Binswanger Glass/ Richmond Office	VA10063484	VA10002065	0

xxxxx3678	VIRGINIA AUTOMOTIVE SYSTEMS	Midas	VA10052092	VA10052092	1
xxxxx3678	VIRGINIA AUTOMOTIVE SYSTEMS	Lynnhaven	VA10063247	VA10052092	0
xxxxx3678	VIRGINIA AUTOMOTIVE SYSTEMS	Military Circle	VA10063248	VA10052092	0

17. (UVA) I am confused by the following statement from your data dictionary:
"A Vendor Location may have the same or a different Tax ID (to support a franchise model) from the Vendor
Headquarters. "

To us, each TIN is a different vendor. For a single location vendor, will the parent_vlin and headquarters_flag be set?

RESPONSE – example of a franchise model (multiple TINS in same corporate structure:

TIN	Virginia Standard Name	Vendor Location Name	VLIN	Parent VLIN	HQ Flag
xxxxx1630	ARAMARK CORPORATION	The Centre Cafe	VA10003667	VA10003667	1
xxxxx3482	ARAMARK CORPORATION	Richmond VA Office	VA10003669	VA10003667	0
xxxxx1630	ARAMARK SERVICES	FDIC Training Center	VA10003670	VA10003667	0

18. (UVA) Now that I have thought about it more, I don't see how UVa, or anybody else, can have multiple W9 names for a TIN.   With some modifications, we could associate a location standard name with a vendor location, but why would we ever need a W9 name at the location level?   We are not required to use the W9 'doing business as' name.   Isn't there only one W9 'corporate/legal' name for each TIN?

RESPONSE:
The IRS will validate multiple "doing business as" names if they have been registered with the IRS. You are correct, the IRS does not require the use of 'doing business as' names. There is only one W9 'corporate/legal' name (payee name 1) for each TIN.

In this example, Aramark Services Corporation uses two separate TIN numbers Which validate against IRS records.

1 TIN xxxxx1630 Aramark Corporation 0

2 TIN xxxxx3482 Aramark Corporation 0

A 1099 record is available for each TIN

19. (UVA) Please supply the VLIN, parent VLIN and headquarters flag for the vendors with the following TINs: xxxx4931 and xxxx1771

TIN	W9 NM	Virginia Standard Name	Vendor Location Name	VLIN	Parent VLIN	HQ flag
xxxxx4931	CANTEEN CORRECTIONAL SERVICES	COMPASS GROUP	Campass Group	VA10055733	VA10055733	1
xxxxx4931	CANTEEN CORRECTIONAL SERVICES	COMPASS GROUP - CANTEEN CORRECTIONAL SRV	CANTEEN-001	VA10062692	VA10055733	0
xxxxx4931	CANTEEN CORRECTIONAL SERVICES	COMPASS GROUP	Richmond Canteen	VA10063381	VA10055733	0
xxxxx4931	CANTEEN CORRECTIONAL SERVICES	COMPASS GROUP	Bateman Senior Meals	VA10062932	VA10055733	0
xxxxx4931	CANTEEN CORRECTIONAL SERVICES	COMPASS GROUP - CHARTWELLS	Chartwells-Radford University	VA10063597	VA10055733	0

TIN	W9 NM	Virginia Standard Name	Vendor Location Name	VLIN	Parent VLIN	HQ Flag
xxxxx1771	Ferguson	FERGUSON ENTERPRISES	Ferguson HQ-Newport News	VA10005162	VA10005162	1
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC	Newport News	VA10005169	VA10005162	0
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC	Lyon, Conklin Charlottesville, VA	VA10005172	VA10005162	0
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC - BLACKSBURG	Ferguson-Blacksburg	VA10005173	VA10005162	0
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC - CHANTILLY	Ferguson – Chantilly	VA10005167	VA10005162	0
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC - JOHNSON CITY	Ferguson-Johnson City	VA10005161	VA10005162	
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC - LYNCHBURG	Ferguson - Lynchburg	VA10005165	VA10005162	0
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC - RADFORD	Ferguson - Radford	VA10005168	VA10005162	
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC - RICHMOND	Ferguson - Richmond	VA10005170	VA10005162	0
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC - ROANOKE	Ferguson - Roanoke	VA10005171	VA10005162	0

TIN						
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC - VA BEACH	Ferguson – VA Beach	VA10005166	VA10005162	0
xxxxx1771	Ferguson	FERGUSON ENTERPRISES INC -ROA RAPIDS	Roanoke Rapids	VA10005164	VA10005162	0

20. (UVA)   US Foodservice has Roanoke and Virginia Beach in the same record.

TIN	W9 Name	Virginia Vendor Standard Name	Vendor Location Name	VLIN	Parent VLIN	HQ flag
xxxxx2294	US Foodservice	U S FOODSERVICE INC - ROANOKE	Roanoke Division	VA10005363	VA10005363	1
xxxxx2294	US Foodservice	U S FOODSERVICE INC - ROANOKE	Manasass Office	VA10005362	VA10005363	0
xxxxx2294	US Foodservice	U S FOODSERVICE INC - RALEIGH	Virginia Beach	VA10003608	VA10005363	0

RESPONSE:

The W-9 Name for US Foodservice is US Foodservice. As noted earlier many variations of a vendor name may validate against IRS TIN Match – in this case US Foodservicie Roanoke Division (even with the misspelling) validated. Validation is an iterative process – as we identify multiple IRS matches for the same TIN – we are attempting to manually select the "best" ie most general matching name. As we have all agreed there will only be ONE 1099 record per TIN – the "best" name will be selected for the W-9 Name. Based on agency feed back, we are also validating all vendor location lgl names against IRS records. If the vendor location lgl name matches, the location verification flag will be set to true.

21. (UVA) Is "clear channel communications", in lower-case, really the W9 name?

TIN	W9 Name	Virginia Vendor Standard Name	Vendor Location Name	VLIN	Parent VLIN	HQ Flag
xxxxx2883	Clear Channel Communications Inc	CLEAR CHANNEL COMMUNICATIONS INC	Richmond	VA10002356	VA10002356	1
xxxxx2883	Clear Channel Communications Inc	CLEAR CHANNEL COMM - CHALOTTESVILLE	Clear Channel Charlottesville	VA10002357	VA10002356	0

xxxxx2883	Clear Channel Communications Inc	CLEAR CHANNEL COMMUNICATIONS INC	clear channel – Norfolk Sq., Norfolk	VA10002358	VA10002356	0

RESPONSE:

Name format depends on how the vendor entered their Name. The only modifications DPS is making during conversion are those required to meet IRS naming standards, truncation to 40, and removal of special characters. The IRS does not use character case as match criteria.

In a few cases, modification of the Vendor LGL name to achieve an IRS match may be required. Examples of modifications include of abbreviations and acronyms, replacing trade names with First and Last name for SSNs, requesting a W-9 from the vendor for the correct IRS name, accessing authoritative sources SSC, Duns, DPOR for lgl name variations.

In this example: The W9 Name is Clear Channel Communications Inc.

The Virginia Standard Name is derived from what the vendor entered in the Vendor Location Legal Name Field. If this field was entered in lower case, conversion will not modify the format. Format modifications to this field include: removal of special characters not supported by DOA and truncation to 40 characters.
In this example for one of the vendor locations the vendor chose to enter the name in lower case – conversion will not modify the vendor's entry choice.

22. (UVA) I understood that at some point, eVa would have tin information that is required for 1099 submission. Is that true or not? I was wondering if the reports were going to capture supplier type ie. Corporation for profit vs Corporation not for profit.

RESPONSE:

By December 31, 2010 eVA will have TIN information for all self-registered and state-entered vendors. The information will include organization type (corporation, etc.).